

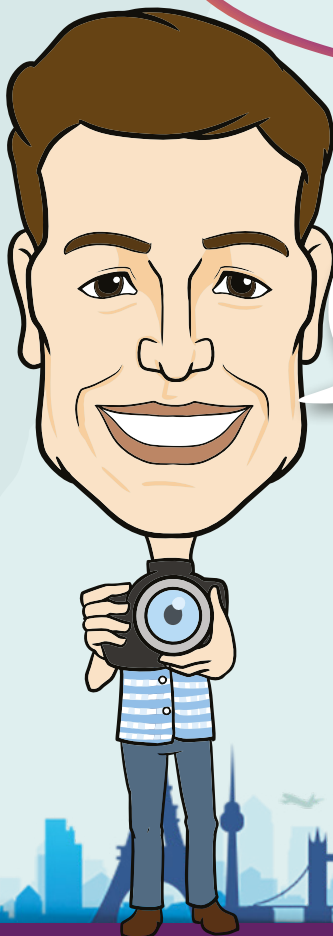


# WordFlyers User Guide

To speak to  
someone about  
WordFlyers  
call us on  
 **1300 784 088**

## Getting started with WordFlyers

Made with the requirements of busy teachers in mind, this guide will give you step-by-step instructions on how to use WordFlyers to its full potential!



Here's a  
riddle for you:  
name 5 countries  
that have a one-  
syllable name.

Well ...  
I've been to  
France, Spain, Greece,  
Chad ... Can I have  
a hint?



[www.3plearning.com/wordflyers](http://www.3plearning.com/wordflyers)

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# 1. WordFlyers – Teacher Dashboard

1. On the WordFlyers homepage (www.wordflyers.com.au) select **TEACHER**.
2. Enter your username and password to sign in.
3. Once you have signed in you will arrive at your **Teacher Dashboard**.

**My Classes**

This is where you can add, edit and delete classes. All your classes are listed here.

**Assignments**

Here you can create and manage tasks for your students and view students assignment scores.

**Reports**

See each student's results according to unit, year and level.

**Send Messages and Manage Student Messages**

Send messages to teachers and students. You can turn off messages in 'My Classes'.

**Teaching Resources**

Here you can download our wide range of resources including curriculum correlation charts, interactive writing activities, additional literacy worksheets and support resources.

**Lesson Preview**

This allows you to preview lessons that you want to set for your class or individual students.

**Quick links**

Use our quick links to view Assignments, My Classes and Reports.


**Assignments** - choose and assign activities to individual students or your classes.

**My Classes** - create a new class, and new students or update student details.

**Reports** - view the units and lessons your students have completed and their results in twelve areas of study.

**'Let's get started!'** helps you navigate through the Teacher Dashboard when you first log in.

Start a tour of the program by selecting **'Start your Tour'**.



# 2. WordFlyers – My Classes

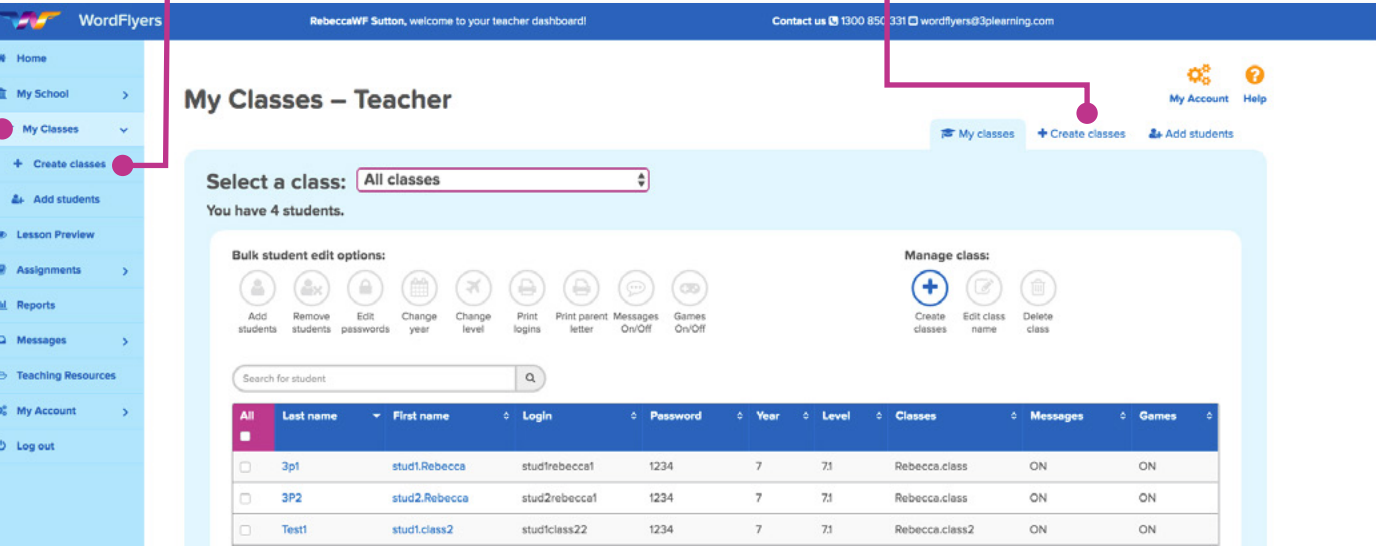
'My Classes' allows you to manage all aspects related to student accounts at your school.

You can set up multiple classes for your own use in WordFlyers. Subscription Coordinators can set up multiple classes for use by any teacher within a school.

Follow these steps to set up a class.

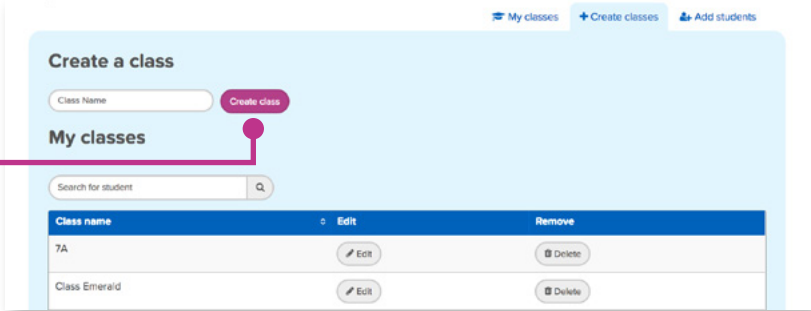
**1.** Select **'My Classes'** from the left navigation bar.

**2.** Select **'+ Create classes'** on either the navigation bar or the tab. Both options will direct you to the same page.



All	Last name	First name	Login	Password	Year	Level	Classes	Messages	Games
<input type="checkbox"/>	3p1	stud1.Rebecca	stud1rebecca1	1234	7	71	Rebecca.class	ON	ON
<input type="checkbox"/>	3P2	stud2.Rebecca	stud2rebecca1	1234	7	71	Rebecca.class	ON	ON
<input type="checkbox"/>	Test1	stud1.class2	stud1class22	1234	7	71	Rebecca.class2	ON	ON

**3.** Enter a name for your class and select **'Create class'**.

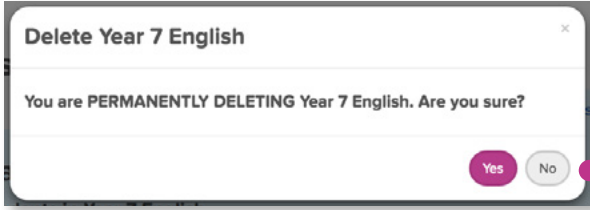


Class name	Edit	Remove
7A		
Class Emerald		

**Updating and deleting classes**

To change the class name, select **'Edit class name'**. Type in the new name and select **'Change class name'**.

To delete a class, select **'Delete class'** and follow the prompts.



**Delete Year 7 English**

You are PERMANENTLY DELETING Year 7 English. Are you sure?

Yes No

**Warning:** You can not retrieve a class once it has been deleted. It will have no effect on the students included in that class, except that it will remove them from that class grouping.

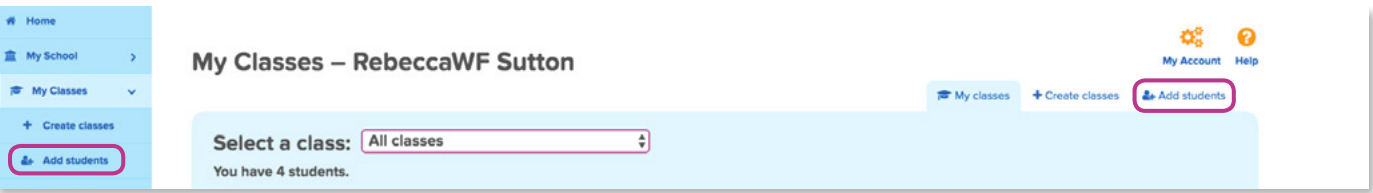


# 3. WordFlyers – Students

## A. Adding students to a class

After you have set up your class, you can start adding students.

Select 'My Classes' on the left navigation bar. Then you can either chose 'Add students' in the drop-down menu or the tab. Both will take you to the 'Add students' page.



Select a class in the drop-down menu above. There are three ways to add students.

### 1. Create a new student account.

- a. Enter student details.
- b. Enter WordFlyers level (optional)
  - If you do not choose a WordFlyers level, the student is automatically assigned to level 1 of their school year, e.g. 71. See page 23.
- c. Select 'Create student'.

### 2. Create multiple new accounts from a list.

- a. Download the CSV file from the page.
- b. Save the CSV file and then browse to the file in your system.
- c. Select 'CSV upload tips' for tips on preparing the CSV file for upload.
- d. Select 'Import file'.

### 3. Add existing school students to a class.

- a. Existing students have already been added by the Subscription Coordinator or another teacher.
- b. You can find students by typing their name or login into Search. Tick the box beside their name and then select 'Add students'.
- c. To select all students, tick the box under 'All'. Then select 'Add students'.

You can print out student logins and passwords from the 'My Classes' page. Select a class from the drop-down menu, choose the student(s) by ticking the box next to their name(s). Then select 'Print logins'.

## B. Managing student accounts

Once you have added your students, you can manage their accounts by updating their details, resetting their passwords, disabling/enabling messages, or removing them from the class. To manage student accounts, follow these steps.

1. Select 'My Classes' from the left navigation bar.
2. Select the class that includes the student from the drop-down menu. If you do not know the class, you can use Search to find the student.
3. Select the student's name.

4. You are taken to the 'Student Profile' page, which is a snapshot of the student's details, lessons and classes. On this page, you can change the student's details, or use the links to go to the student's reports, assign lessons or go to 'My Classes'.

To edit a student's details, follow these steps.

1. Select 'Edit Details'.
2. Add or change the student details.
3. Select 'Save'.

You can reset a student's password on 'Edit Profile'. Type in the new password. Then retype the password for confirmation. Select 'Save'. Make sure you give the new password to the student so they can log in.

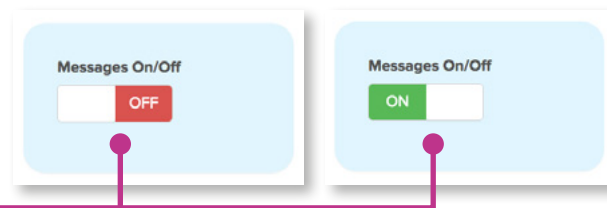
**Did you know?:** If you are a Subscription Coordinator, you can edit your school's students via the left navigation bar. To see how, go to page 24.

**Warning:** You MUST add students to classes using the above methods and not via the teacher sign-up page.

## C. Managing messaging

On 'Student Profile', you can enable or disable student messaging by switching the button to ON or OFF.

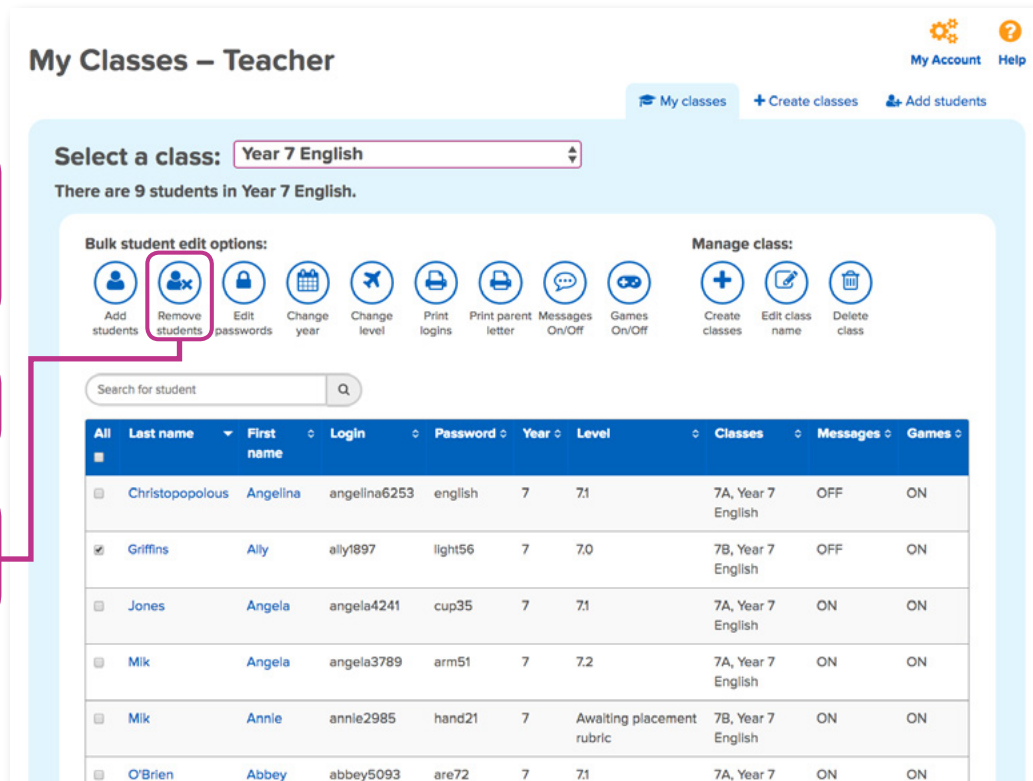
You can switch the button to **OFF** to turn off messaging for students. Switch the button to **ON** to enable messaging.



## D. Removing students from a class

To remove a student from a class, follow these steps.

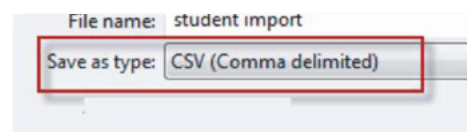
1. On 'My Classes' page, select the class from the drop-down menu.
2. Tick the box beside the student's name.
3. Select 'Remove students' and follow the prompts.



**Warning:** This does not permanently delete the student from WordFlyers; you are only removing them from the class.

## E. Tips for uploading students with a CSV file

1. Have you used the wrong file format? Make sure you save your file as a CSV (Comma delimited file).
2. Check you have included all information in all the required fields:
  - First\_name, last\_name, school\_yearPlease ensure these header fields in the CSV are not removed, or it will prevent the file from uploading properly.
3. Ensure that there is no additional information in the CSV file outside the required fields provided.
4. Ensure there are no special characters used in the file, such as commas (,) and quotation marks ("").



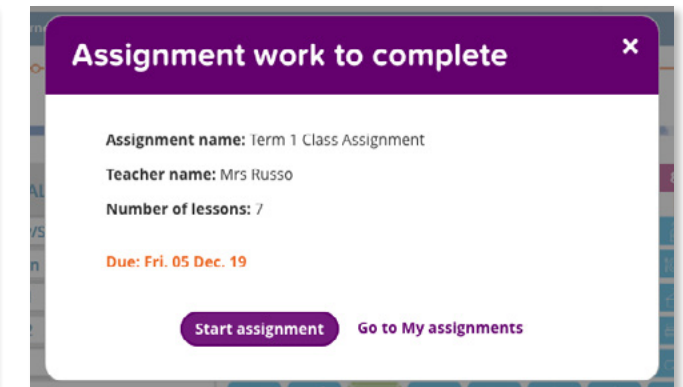
If you are still having problems, please contact us on **1300 850 331** or via email to **wordflyers@3plearning.com**.

## 4. Assignments

### A. What is an assignment?

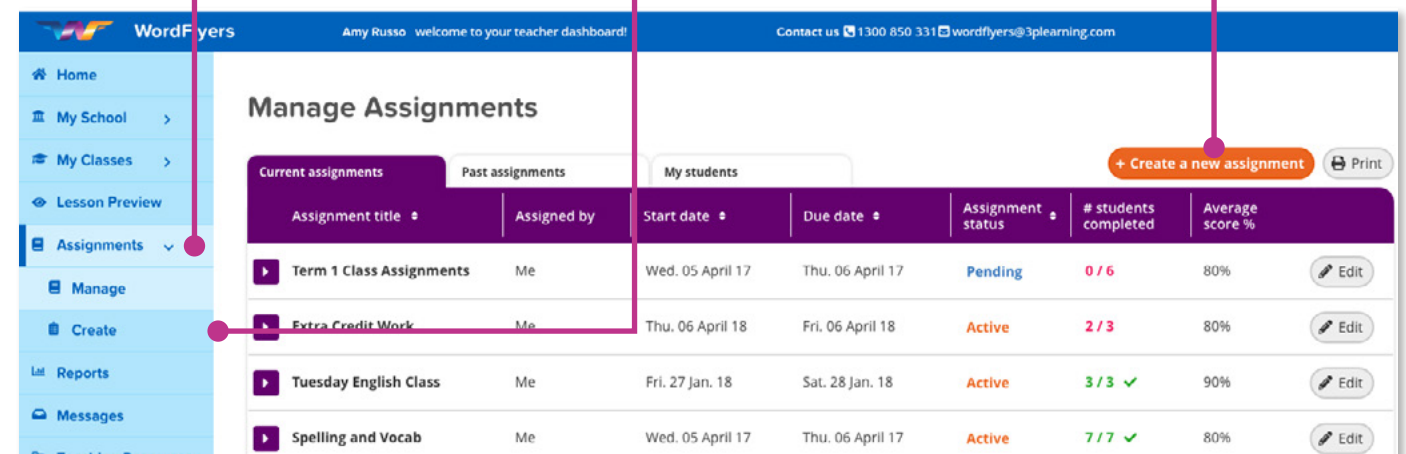
An Assignment is a collection of WordFlyers lessons that you set students to complete in their own time or your classroom. The 'Assignments' tab on the menu is where you create assignments as well as manage and see students' results for current and past assigned activities.

Students see a pop up notification when they log into their Dashboard informing them of the activities that have been assigned. At any time, they can view, manage and complete the assignments in their 'My Assignments' tab.



### B. Creating an assignment?

1. Select 'Assignments' from the left navigation bar. If you have created an assignment before, this is where they will be listed.
2. Select '+ Create a new assignment' or 'Create'.





## Create a new assignment

Assign whole units or single lessons to a class or to individual students. Students receive information about the assignments, including due date, on their dashboard.

**Assignment name** Reset

Name  \*Type assignment name here... \*required

**Choose a teacher** Reset

Choose a teacher

**Select students** Reset

Start typing to search...

Select all	Last Name	First Name	Year	Classes
<input type="checkbox"/>	3p1	stud1.Rebecca	7	Rebecca.class
<input type="checkbox"/>	3P2	stud2.Rebecca	7	Rebecca.class
<input type="checkbox"/>	Test1	stud1.class2	7	Rebecca.class2
<input type="checkbox"/>	test2	stud2.class2	7	Rebecca.class2

**Select a start and due date** Reset

Start date

Due date  Or Duration (in days)

3. Type in a name for your assignment (e.g. Year 7 – Grammar Homework).

4. Select the class or individual students that you want to complete this assignment.

Use the drop-down options to filter through the student list.

Tick 'Select all' to add all students or tick the box next to a student's name to add them individually.

5. Select a start and due date for this assignment.

**Note:** You can amend the start and due date of your assignments at any time.

Select the activities you wish to assign your students. Use the drop-down options 'Types of Activity', 'Year' and 'Unit' to filter activities.

**Note:** You can choose Learn activities or NAPLAN\*-style activities for an assignment. You cannot choose to include both in an assignment.

6. Select **+ Create this assignment**

This is where your selected activities will appear. Delete lessons by selecting the 'x' next to a lesson.

**Select activities** Reset

You can choose Learn activities or NAPLAN\*-style activities for an assignment. You cannot choose to include both in an assignment.

Type of Activity

Year

Unit

Lesson

- ☐ All lessons
- ☐ Vocabulary/Spelling
- ☐ Punctuation
- ☐ Grammar 1
- ☐ Grammar 2
- ☐ Writing 1
- ☐ Writing 2
- ☒ Reading comprehension 1
- ☐ Reading comprehension 2
- ☐ Reading comprehension 3
- ☒ Reading comprehension 4

**+ Add unit/lesson to assignment**

**Assignment details**

**Assignment name**  
Create an assignment name

**Assigned teacher**  
Tom BeardsworthWF

**Assigned to**  
No students added

**Start date**  
Mon. 09 Dec. 19

**Due date**  
Tue. 10 Dec. 19

**Duration**  
8 day

**Activity**  
Select complete units and/or single lessons

**+ Create this assignment**

## C. Managing Assignments

To keep a track of your Assignments, select 'Manage' from the left navigation bar. Here you can see, in detail, your current assignments, past assignments and what activities have been assigned to your students at an individual level.

### Current assignments


View all assignments that are currently active or those with a future start date.

WordFlyers Amy Russo welcome to your teacher dashboard! Contact us 1300 850 331 wordflyers@3plearning.com

**Manage Assignments**

**Current assignments** **Past assignments** **My students** + Create a new assignment Print

Assignment title	Assigned by	Start date	Due date	Assignment status	# students completed	Average score %	
<b>Term 1 Class Assignments</b>	Me	Wed. 05 April 17	Thu. 06 April 17	Pending	0 / 6	80%	<span>Edit</span>
<b>Extra Credit Work</b>	Me	Thu. 06 April 18	Fri. 06 April 18	Active	2 / 3	80%	<span>Edit</span>
<b>Unit: 7.1.11 Memories in a suitcase</b> (Imaginative / Poetry / Free verse poem) <b>Lesson: Reading comprehension 1</b>							
<b>Unit: 7.2.3 No ecotourism in the Asmat Swamp</b> (Persuasive / Exposition / Editorial) <b>Lesson: Punctuation</b>							
<b>Unit: 7.2.12 Caught between two worlds</b> (Informative/Imaginative / Description / Observation about a personal experience) <b>Lesson: Reading comprehension 1</b>							
Last name	First name	Class	Year	Student status	Average score %		
Russo	Amy	7A English	8	Completed ✓	90%		
Fellows	Stephen	7A English	8	Completed ✓	85%		
Pike	Katy	7A English	8	Incomplete	90%		
<b>Tuesday English Class</b>	Me	Fri. 27 Jan. 18	Sat. 28 Jan. 18	Active	3 / 3 ✓	90%	<span>Edit</span>
<b>Spelling and Vocab</b>	Me	Wed. 05 April 17	Thu. 06 April 17	Active	7 / 7 ✓	80%	<span>Edit</span>
<b>Spelling Assignment</b>	Me	Thu. 02 Dec. 18	Fri. 03 March 19	Active	3 / 3 ✓	80%	<span>Edit</span>
<b>Friday Classwork</b>	Me	Fri. 27 Jan. 18	Sat. 28 Jan. 18	Active	4 / 7	90%	<span>Edit</span>
<b>Vocab Assignment</b>	Me	Wed. 05 April 17	Thu. 06 April 17	Active	0 / 2	80%	<span>Edit</span>

Click the purple arrow  beside an assignment to expand and see the details of the assignment.

Each lesson and its respective Unit will be listed, reminding you exactly what activities you assigned.

You'll also see a list of all students assigned to the task, whether they have completed the assignment and their average score.

Click 'Edit' to amend the details of an assignment. You can change the start date and due date, or select 'Expire assignment' to end it instantly. Remember to 'Save Changes'.

**Extra Credit Work** Me Thu. 06 April 18 Fri. 06 April 18 Active 2 / 3 80% Close

**Edit details**

Edit start date  Edit due date  Expire assignment

**Save changes**

## Past Assignments

View all assignments that have past their set due date.

WordFlyers

My Russo: welcome to your teacher dashboard

Contact us | 1 800 856 331 | wordflyers@learning.com

Home

My School

My Classes

Lesson Preview

Assignments

Manage

Create

Reports

Messages

Teaching Resources

My Account

Log out

Manage Assignments

Current assignments

Past assignments

My students

Create a new assignment

Print

Assignment title	Assigned by	Start date	Due date	Assignment status	# students completed	Average score %
Extra Credit Work	Me	Wed. 05 Jan. 17	Thu. 06 Jan. 17	Expired	1 / 1	80%
Spelling Assignment	Me	Wed. 05 May 17	Thu. 06 May 17	Expired	2 / 3	80%
Unit: 7.1.2 Wind energy - what's your take? (Persuasive / Discussion / Talkback radio [transcript])						
				Lesson: Spelling		
Unit: 7.1.6 Training diary of an elite athlete (Informative / Recount / Diary entry)						
				Lesson: Reading comprehension 4		
Unit: 7.2.6 Not just bones at Lake Mungo (Persuasive / Exposition / Online article)						
				Lesson: Spelling		
Last name	First name	Class	Year	Student status	Average score %	
Russo	Amy	7A English	8	Completed	90%	
Fellows	Stephen	7A English	8	Incomplete	85%	
Pike	Katy	7A English	8	Completed	90%	
Friday Classwork	Me	Fri. 27 Aug. 17	Sat. 28 Aug. 17	Expired	1 / 1	90%

Select the purple arrow beside an assignment to expand and see the details of the assignment.

Each lesson and its respective Unit will be listed, reminding you exactly what activities you assigned.

You'll also see a list of all students assigned to the task, whether they have completed the assignment and their average score.

## My Students

In 'My students' see all the assignments that have been assigned to individual students in your class. These could be assignments that have been set by you or by other teachers in your school. This is a useful tool to see how your colleagues are using WordFlyers with your students and to ensure that each student's workload is manageable.

Last name	First name	Classes	Year	# incomplete assignments
Hennessy	Kelly	7A English, 8B English	7	0
Fellows	Stephen	7A English, 8B English	7	3
Assignment title				
Assigned by				
Start date				
Due date				
# lessons completed				
Extra Credit Work	Belinda Farely	Fri. 27 Jan. 18	Sat. 28 Jan. 18	11 / 23
Vocab Assignment	Kathleen Richardson	Wed. 02 Dec. 18	Thu. 03 Dec. 18	3 / 7
Friday Classwork	Anthony Smith	Fri. 27 Jan. 19	Sat. 28 May 19	10 / 11
Russo	Amy	7A English, 8B English	7	1
Pike	Katy	7A English, 8B English	7	3
Hennessy	Kelly	7A English, 8B English	7	2

Use the 'Show' filter to see all your students or students from a specific class.

Select the purple arrow beside a student's name to see all the assignments that have been assigned to them.

View the Assignment title, which teacher assigned the assignment, the start and due date and number of lessons completed, for each assignment.

# 5. Student Reports

'Student Reports' contains four reports that enable you to view the progress and achievements of a whole class and individual students.

## Class overview report

Begin by selecting a class name and level to display the overview information.

Name	Assigned level	Current level	Ranking	Last active	Current location	Lessons completed	Units completed
Class average						15	3
Gabriella Olsen	7.1	7.1	3	24/08/16	Hong Kong	3	3
Xavier Brooke	7.1	7.1	14	01/09/16	New York	14	14
Jesse Follett	7.1	7.1	23	Today	Mexico City	23	23
Daniel Knibbs	7.1	7.1	9	24/08/16	Hong Kong	9	9
Ella Sampson	7.1	7.1	11	01/09/16	New York	11	11
Simon Trevitt	7.1	7.1	17	Today	Mexico City	17	17
Anthea Cooper	7.1	7.1	30	24/08/16	Hong Kong	30	30
Shaun Mullins	7.1	7.1	5	01/09/16	New York	5	5

Select a student's name to view their individual reports.

Each column of information can be sorted and you can compare each students' data with a class average.

## Content area report

This report shows each student's average score for the main content areas.

Choose a class name, level and time frame to see the results for an individual class.

Select a class **Year 8 Reading**

Download Print

Class overview Content area NAPLAN-style tests

Student results by content area

Level **All** Select a view **Last 7 days** Student results

Number of lessons completed Number of attempts Average score

Name	Assigned level	Current level	Spelling/Vocabulary			Punctuation			Grammar 1 & 2			Writing 1 & 2			Reading comprehension 1-4		
Class average			63	84	80%	63	84	80%	63	84	80%	63	84	80%	63	84	80%
Daniel Marsh	7.1	8.2	38	45	100%	38	45	100%	38	45	100%	38	45	100%	38	45	100%
Anna Reed	7.1	7.1	34	52	60%	34	52	60%	34	52	60%	34	52	60%	34	52	60%
Jenny Bourke	7.1	7.2	62	73	40%	62	73	40%	62	73	40%	62	73	40%	62	73	40%
Ela Carvalho	7.1	7.1	58	61	80%	58	61	80%	58	61	80%	58	61	80%	58	61	80%
Stephen Manning	7.1	7.2	92	105	80%	92	105	80%	92	105	80%	92	105	80%	92	105	80%
Vanessa Travers	7.1	7.3	17	22	60%	17	22	60%	17	22	60%	17	22	60%	17	22	60%
Eloise Conisbee	7.1	7.1	69	81	80%	69	81	80%	69	81	80%	69	81	80%	69	81	80%
Doug Tomlinson	7.1	7.1	24	36	100%	24	36	100%	24	36	100%	24	36	100%	24	36	100%

The table shows the number of lessons each student has completed and the number of attempts they took to achieve their average score for each content area.

Data about each student's assigned level and current level assists you to evaluate your students' achievements. The 'Current level' is the level the student last completed a lesson in.

## Student report – Overview

When you select a student name from the 'Class Overview' or 'Content area' reports, you can see an individual student report. This is an ideal screen to print off for parent-teacher interviews and reports.

Emily Brownie Class ranking **23**

Assigned level 7.1 Current level 7.1

Overview Lessons complete

Student results by content area

Level **All** Select a view **Last 7 days** Levels explained

Number of lessons completed Number of attempts Average score

Name	Assigned level	Current level	Spelling/Vocabulary			Punctuation			Grammar 1 & 2			Writing 1 & 2			Reading comprehension 1-4		
Emily Brownie	7.1	7.1	63	2	80%	63	2	80%	63	2	80%	63	2	80%	63	2	80%

Badges earned

Unit badges Gate badges NAPLAN-style tests badges

23 7 2

Activity compared to class average

Emily Class average

>80% <80% Not attempted

The number of badges a student has earned is displayed.

A student's lesson score averages are compared to the class averages.

## Student report – Lessons complete

This student report provides more detailed information about a student's progress and the topics studied in the lessons they have completed.

The report can be filtered by a time frame and a WordFlyers year and level.

Emily Brownie Class ranking **23**

Assigned level 7.1 Current level 7.1

Overview Lessons complete

Student overview

Level **7.1** Select a view **Last 7 days** Preview lessons

Unit number	Content	Number of attempts	Average score
Spelling/Vocabulary			
1	Adjectives, Nouns (common, proper), Verbs (action, sensing)	2	100%
2	Adverbs, Everyday language, Technical language	2	100%
3	Commands, Technical language, Text connectives (temporal), Verbs (action)	2	100%
4	Everyday language, Nouns (common, proper), Technical language, Verbs (action, relating, saying)	2	100%
5	Adjectives, Adjectival phrases, Nouns (specific), Verbs (action, relating)	2	100%
6	Adverbs, Nouns (general), Verbs (action, relating)	2	100%
7	Adverbs, Nouns (general), Verbs (relating, sensing)	2	100%
8	Adjectives, Evaluative language, Nouns, Verbs (action, relating)	2	100%
Punctuation			
Grammar 1			
Grammar 2			
Writing 1			
1	Suffixes (verb tenses)	2	100%
2	Technical language (art)	2	100%

Each unit's lesson content is fully described and you can view the student's number of attempts at this lesson and their average score.

You can open and close the accordion menu for each content area. This tool makes it easy to compare scores in different content areas.

# 6. Getting Your Students Started

## A. Start student access

Once you have set up an account for your students, you can print student login details from the 'My Classes' page.

To print student login details, follow these steps.

1. Choose 'My Classes' from the left navigation bar.
2. You will have two options to print student login details.

Select the 'All' box to choose all students and then select 'Print logins' in the Bulk student edit options.

My classes Create classes Add students

Select a class: **All classes**

You have 169 students.

Bulk student edit options:

Add students Remove students Edit passwords Change year Change level Print logins Print parent letter Messages On/Off Games On/Off

Manage class:

Create classes Edit class name Delete class

Search for student

All	Last name	First name	Login	Password	Year	Level	Classes	Messages	Games
<input checked="" type="checkbox"/>	Abeid	Tia	ta3302	english	7	9.1	English Advanced, 7A	ON	ON
<input checked="" type="checkbox"/>	Agapiou	Parissa	parissa15	into47	8	8.1	English Standard, 8A	ON	ON
<input checked="" type="checkbox"/>	Allopo	Jessica	jessica23254	bat53	7	Awailing placement rubric	English Advanced, 7B	OFF	ON

To print the logins for an entire class, select the class from the drop-down menu. Tick 'All' box to select all students and then select 'Print logins'.

Parissa A.	wordflyers.com.au
Login: parissa15	School year: 8
Password: into47	

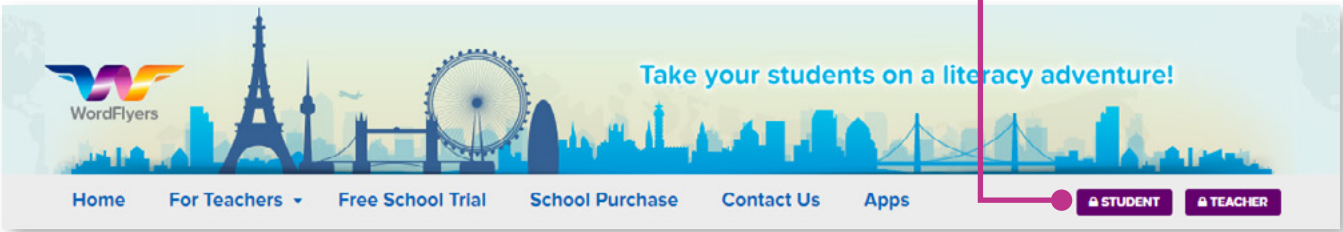
Parissa A.	wordflyers.com.au
Login: parissa16	School year: 8
Password: home46	

3. Select 'Print' in the prompt and a PDF with the student logins and passwords will be loaded in a new tab. You can then print the document.



Your students log in via [www.wordflyers.com.au](http://www.wordflyers.com.au)

1. Select the **STUDENT** icon in the top right corner.



2. Students enter their login and password.

3. Select 'Login'.

**Please note:** Students previously set up with an email address can login using either their login or email address.

**Welcome to WordFlyers!**

**Student Login**

Login or Email

Login

Password

Password

Login

**Did you know?:** Your students can access WordFlyers from home. As WordFlyers is a web-based product, students can access WordFlyers anytime, anywhere. Simply follow the instructions above to log in.

### The student lesson gateway

The student gateway is designed as a grid with coloured tiles. Students find and access level content through 16 gateways. Each Gate consists of 80 lesson tiles.

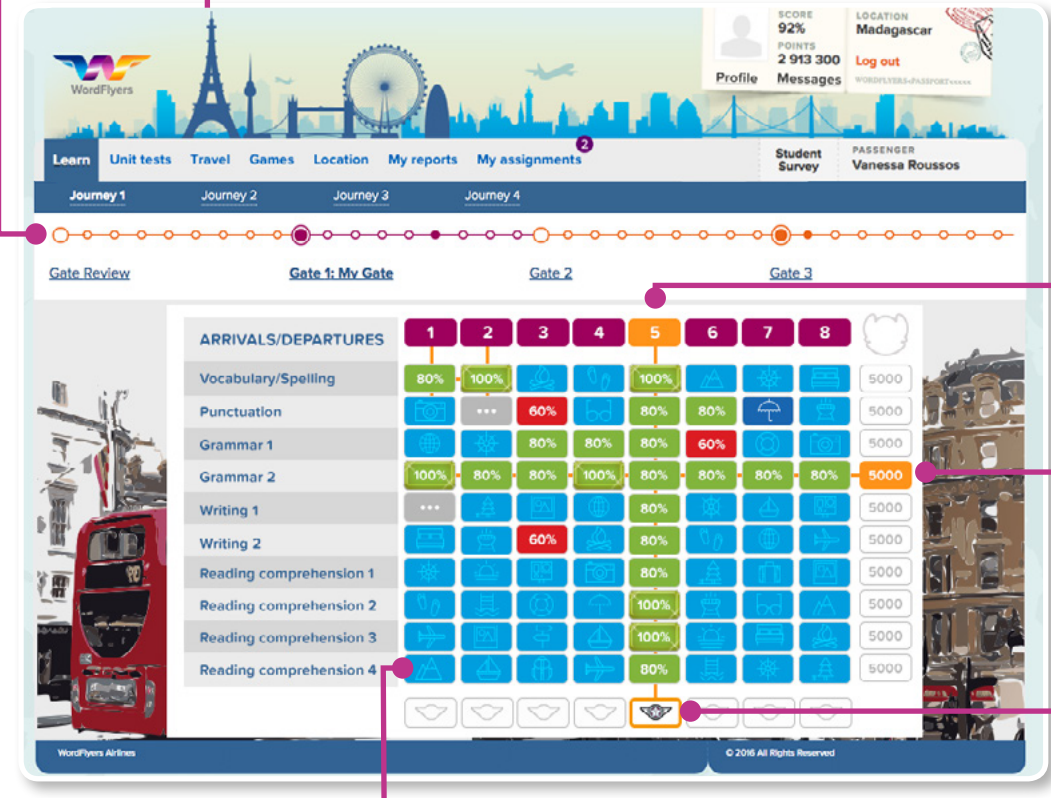
A dotted progress bar indicates the number of Gates (levels) and units completed by a student.

The NAPLAN\*-style tests for each unit are on a separate tab in the navigation bar.

Units are numbered 1–8 in a separate row at the top of the grid. To complete a unit, a student must finish every lesson in that column, in any order.

When a student successfully completes a row of lessons, they earn 5000 bonus points.

When a student successfully completes a column, they are awarded 5000 bonus points and a WordFlyers badge.



Each horizontal row represents all the Gate's lessons in each content area.

\*This is not an officially endorsed publication of the NAPLAN program and is produced by Blake eLearning independently of Australian Governments

### Lesson and Unit information

On hover or tap and hold, the blue lesson and crimson unit tiles display an information panel that outlines the lesson content or unit text.



The coloured tiles are used to show different aspects of a student's progress. A blue tile is lesson not started, a green tile with numerals between 80% and 100% is a passed lesson, a red tile is a failed lesson and a grey dotted tile is an incomplete lesson.

## B. How students begin their lessons

A student is assigned a level of lessons when you set up a class and indicate the student's year level. Students are placed in Gate 1, the first level of lessons in their year level.

Students can complete lessons at any Gates and you can also assign another level to a student. See page 7 for how to change a student's level.

This table shows the levels of WordFlyers content (black) and the way the content is described to students onscreen (blue).

Year 7 Journey 1	Year 8 Journey 2	Year 9 Journey 3	Year 10 Journey 4
Review 7.0 Gate Review	Review 8.0 Gate Review	Review 9.0 Gate Review	Review 10.0 Gate Review
Level 7.1 Gate 1	Level 8.1 Gate 1	Level 9.1 Gate 1	Level 10.1 Gate 1
Level 7.2 Gate 2	Level 8.2 Gate 2	Level 9.2 Gate 2	Level 10.2 Gate 2
Level 7.3 Gate 3	Level 8.3 Gate 3	Level 9.3 Gate 3	Level 10.3 Gate 3



Each time a student logs in to WordFlyers, the level that opens up is their assigned level of content and the level is labelled 'My Gate'.



# 7. Program Overview and Features

## A. Program overview

**'Games':** Students can spend their hard-earned points on reward games. If you find that your students are distracted by these games, you can disable them. See page 7 to find out how to disable reward games.

**'Location':** This page displays the most recent location a student has bought with their points. At each location students learn about a world destination through quizzes, photos and maps. They can also spend points on souvenirs and receive a passport stamp.

**'My reports':** Students can view their individual reports. These are the same individual reports that teachers can access from the **'Class Overview'** and **'Content area'** tabs on **'Student Reports'**. Students can see their **'Assigned level'** and **'Current level'**, their results in the content areas and the badges they have been awarded.

**'Travel':** Students can find locations to travel to here. The world map indicates places they have been or places they can go to.

**'Learn':** This is where students access the different levels of content and lessons. All levels of lessons are open for students to complete. The student's **'Assigned level'** will be displayed each time a student logs in and is labelled as **'My Gate'**.

**'Unit tests':** Each unit on the Learn tab has 20 Language conventions and 10 Reading questions about the content of the Unit text. These tests will assist students to prepare for the national literacy assessments.

**'Messages':** This function enables students and teachers to communicate with one another. See page 7 to find out how to disable this option.

**'My Assignments':** Students can view all the activities that have been assigned to them. From here they can start or continue their assignments.

For each assignment students see the assignment name the teacher who set the assignment, due date, the individual activities assigned and if they have completed these activities.

**'Profile':** This passport is a snapshot of a student's achievements and shows their current location, points earned and 'Profile'. The score is an average score of passed lessons. This should be between 80% and 100%.

The interface features a top navigation bar with tabs: Learn, Unit tests, Travel, Games, Location, My reports, and My assignments. Below this is a 'JOURNEY' progress bar with four stages: Journey 1, Journey 2, Journey 3, and Journey 4. A 'Gate Review' section shows progress for 'Gate 1: My Gate', 'Gate 2', and 'Gate 3'. The main content area displays a table of 'ARRIVALS/DEPARTURES' with columns for various activities and their completion status.

	1	2	3	4	5	6	7	8	Score
Vocabulary/Spelling	100%	100%	100%	...	100%	100%	100%	100%	5000
Punctuation	100%	100%	✈️	🚲	67%	📷	67%	📷	5000
Grammar 1	100%	🚗	🚗	🚗	🚗	🚗	🚗	🚗	5000
Grammar 2	100%	🚗	🚗	100%	🚗	🚗	🚗	🚗	5000
Writing 1	100%	🚗	🚗	🚗	🚗	🚗	🚗	🚗	5000
Writing 2	100%	20%	🚗	🚗	🚗	🚗	🚗	🚗	5000
Reading comprehension 1	100%	...	🚗	🚗	🚗	...	🚗	🚗	5000
Reading comprehension 2	100%	100%	🚗	🚗	🚗	🚗	🚗	🚗	5000
Reading comprehension 3	100%	🚗	🚗	🚗	🚗	🚗	🚗	🚗	5000
Reading comprehension 4	100%	🚗	80%	🚗	🚗	🚗	🚗	🚗	5000

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# B. Activity overview

## The lesson tutorial

Students select the 'Learn' tab to access the WordFlyers lesson activities. Then they choose one of the blue tiles from the student gateway to begin a lesson.

**Tutorials:** Each lesson begins with a narrated tutorial that provides information relevant to the lesson topic and Unit text.

**Narrations:** Each tutorial is narrated. This assists and encourages students who may have weaker reading skills.

**'View Lesson text':** Students can read and listen to the lesson text at any stage. Referring back to the text will help students to answer the questions correctly. Examples used to explain key ideas in the tutorial come from the Unit text.

WordFlyers

Learn Unit tests Travel Games Location My reports My assignments

Score 92% Points 2 913 300 Location Madagascar Log out

Profile Messages WORDFLYERS-PASSPORT-00000

Student Survey PASSENGER Vanessa Roussos

JOURNEY 2 - GATE 2

LESSON	QUESTION	PASS (80%)	BONUS (100%)
Reading comprehension 1	1/5	1000 points	500 points

BACK TO GATE VIEW LESSON TEXT

Read and listen to the tutorial about recognising Descriptions.

- Descriptions focus on describing the features of a particular person, place or thing. This text focuses on describing Jeremy Wilcox, a small-business owner.
- Descriptions can be written in a number of forms, including observations, personal profiles and **feature articles**. Descriptions usually begin by introducing the subject of the text (for example, Jeremy Wilcox). The majority of a Description will focus on the characteristic features of the subject (such as physical appearance, qualities, behaviours, significant attributes, etc.).
- Descriptions usually contain specific nouns, proper nouns and pronouns that refer to the subject and their characteristic features. For example: *phone covers, Jeremy and they*. Adjectives and **adjectival phrases** are used to describe the subject in more detail. For example: *a unique approach to sustainable design*.
- A variety of verbs are used to describe the subject's behaviours, to link information about their characteristics and to indicate what they might be thinking, feeling or saying.

Listen to the tutorial

ABOUT THE UNIT

Complete the next activity to check you've understood the tutorial.

WordFlyers Airlines

**Key words:** The definition of a key word appears when the student rolls over or taps the link. The definitions are based on the requirements of the Australian Curriculum: English, and also take into account state variations.

**Arrow:** After a student has listened to and read the tutorial, they select the arrow to begin the activities.

**About the unit:** This sidebar provides a summary of key information about the unit text. This tool assists students to answer questions and is a quick reference if a student is repeating or returning to lesson.

UNIT 8.2.2

TITLE In with the old, out with the new

TEXT CATEGORY Informative

TEXT TYPE Description

FORM Feature article

TOPIC Small business

ABOUT A teen turns friends' rubbish into profit

ABOUT THE UNIT

## The lesson activities

Each lesson contains a variety of different kinds of interactive activities. Each activity type has been chosen to provide students with the best opportunity to learn and practise new literacy skills.

**Scoreboard:** The lesson scoreboard provides points and lesson information to motivate and inform students.

**'Lesson tutorial' and 'View Lesson text':** Students can use the tutorial or the lesson text at any time to help them choose the correct answers and earn points.

WordFlyers

Learn Unit tests Travel Games Location My reports My assignments

Score 92% Points 2 913 300 Location Madagascar Log out

Profile Messages WORDFLYERS-PASSPORT-00000

Student Survey PASSENGER Vanessa Roussos

JOURNEY 2 - GATE 2

LESSON	QUESTION	PASS (80%)	BONUS (100%)
Reading comprehension 1	2/5	1000 points	500 points

BACK TO GATE LESSON TUTORIAL VIEW LESSON TEXT

local customers schoolmates a bit worried flashier think success  
was finding first solution opportunity 'swap boxes' started cutting them up  
colourful wristbands compression machines website the first batch  
my Wristy Business site Jeremy

The text appears to be about a person called Jeremy Wilcox and his business of making wristbands. True False

The text contains words and phrases related to running a small business. True False

The text has subheadings. True False

There are quite a lot of adjectives in the text. True False

AM I RIGHT?

ABOUT THE UNIT

Example lesson text 1

To me: a citizen of the world

When on all came out of Africa to many religions ago, were we all the same, one tribe, one colour, one belief or none?

Now, if everyone were contained in just one - a citizen of the world in one young boy or girl - I would be a beautiful container. Chasing, inconsistent and overlooked but complicated by contradiction and inequality.

My skin, olive-brown like, reflects my many homes and shimmers on my frame, regular as silk - but inside the complications dazzle and devour in their contradictions and arguments. I speak many languages, the various languages of the world.

Example lesson text 2

Elite Vit-C - super drink

Chorus

You need a hit of Elite Vit-C

So, don't go drinking something sugary

The ones they call juice are way too watery

But Elite Vit-C is total purity

Vanessa T



# 8. Educational Rationale Summary

## The informing theories and research behind WordFlyers

To read the Educational Rationale document, go to [www.wordflyers.com.au/educational-rationale](http://www.wordflyers.com.au/educational-rationale)

WordFlyers is dedicated to building high levels of literacy and language skills and understanding within the English curriculum but also as a basis for learning across the curriculum and meeting the challenges associated with living and working in a complex social world.

The resource enables a significant level of Curriculum differentiation, based on individual learners’ skills and abilities, interests or prior knowledge. With its focus on explicit teaching, the resource is also designed to support ‘learning about learning’ and the development of metalanguage related to English language and literacy practices.

This program is informed by well-respected theoretical positions on language, teaching and learning.

### Literacy as a social construct

WordFlyers is a teaching and learning resource underpinned by a view of literacy as a social construct or phenomenon. This view arises out of research traditions in social psychology and cultural anthropology, and is most clearly identified in the work of eminent linguist M.A.K. Halliday.

### Scaffolding as a pedagogic principle

The teaching and learning approach featured uses scaffolding as one of its central pedagogic principles, with all lessons providing extensive support to assist students to accomplish learning tasks and develop new skills and understandings. Based on initial research by Russian psychologist L.S. Vygotsky, the principle of scaffolding has become a core element of contemporary teaching pedagogies from early childhood to tertiary contexts.

### A functional model of language

WordFlyers is based on a functional model of language, first proposed by MAK Halliday. To a large degree, this model also underpins the Australian Curriculum: English. Within this model, language is understood as a system of resources for creating meaning in particular contexts of use.

### Reading comprehension: the ‘Four Resources’ model

WordFlyers draws on a view of reading as a repertoire of practices that can be used to access and respond to the meanings in texts, following the model of reading comprehension first proposed by Freebody and Luke and popularly known as the ‘Four Resources’ model.

### Writing: genres in the English Curriculum

Students are expected to be able to write a wide range of text types or genres within the English Curriculum. WordFlyers provides students with opportunities to study and write ten different genres, in a variety of forms, at every year level within the resource.

### Teaching the ‘basics’ – spelling and punctuation

WordFlyers incorporates the teaching and learning of spelling and punctuation, referred to widely as two of the ‘basics’ of literacy. As in other components of the resource, the spelling and punctuation lessons address key skills and understandings that have been identified within the Australian Curriculum: English.

### Dr Merle Iles

PhD (Charles Darwin University)  
M Ed (Deakin University)  
Grad Dip Arts: Literature (University of Melbourne)

# 9. Curriculum Content Overview by Level

J O U R N E Y 1	<b>Review 7 (80 lessons) Gate Review</b>  Revision of Years 2, 3, 4, 5, 6 and 7 content, as indicated in Australian Curriculum: English, with a high level of teaching and learning support.  Age/stage appropriate texts/ topics (similar to those featured in 7.1, 7.2 and 7.3) written at a level suitable for low-literacy students.	<b>Level 7.1 (80 lessons) Gate 1</b>  Revision of Year 5 and Year 6 content, as indicated in Australian Curriculum: English, with a high level of teaching and learning support.  Age/stage appropriate texts/topics (similar to those featured in 7.2 and 7.3).	<b>Level 7.2 (80 lessons) Gate 2</b>  Year 7 level content, as indicated in Australian Curriculum: English, with a high level of teaching and learning support.  Age/stage appropriate texts/topics (similar to those featured in 7.1 and 7.3).	<b>Level 7.3 (80 lessons) Gate 3</b>  Covers same content as Level 7.2 but assumes greater prior knowledge, requires deeper levels of independent thought and includes more challenging questions.  Age/stage appropriate texts/topics (similar to those featured in 7.1 and 7.2).
	<b>Review 8 (80 lessons) Gate Review</b>  Revision of Years 2, 3, 4, 5, 6 and 7 content, as indicated in Australian Curriculum: English, with a high level of teaching and learning support.  Age/stage appropriate texts/topics (similar to those featured in 8.1, 8.2 and 8.3) written at a level suitable for low-literacy students.	<b>Level 8.1 (80 lessons) Gate 1</b>  Revision of Year 7 content, as indicated in Australian Curriculum: English, with a high level of teaching and learning support.  Age/stage appropriate texts/topics (similar to those featured in 8.2 and 8.3).	<b>Level 8.2 (80 lessons) Gate 2</b>  Year 8 level content, as indicated in Australian Curriculum: English, with a high level of teaching and learning support.  Age/stage appropriate texts/topics (similar to those featured in 8.1 and 8.3).	<b>Level 8.3 (80 lessons) Gate 3</b>  Covers same content as Level 8.2 but assumes greater prior knowledge, requires deeper levels of independent thought and includes more challenging questions.  Age/stage appropriate texts/topics (similar to those featured in 8.1 and 8.2).
	<b>Review 9 (80 lessons) Gate Review</b>  Revision of Years 6, 7 and 8 content, as indicated in Australian Curriculum: English, with a high level of teaching and learning support.  Age/stage appropriate texts/topics (similar to those featured in 9.1, 9.2 and 9.3) written at a level suitable for low-literacy students.	<b>Level 9.1 (80 lessons) Gate 1</b>  Revision of Year 8 content, as indicated in Australian Curriculum: English, with a high level of teaching and learning support.  Age/stage appropriate texts/topics (similar to those featured in 9.2 and 9.3).	<b>Level 9.2 (80 lessons) Gate 2</b>  Year 9 level content, as indicated in Australian Curriculum: English, with a high level of teaching and learning support.  Age/stage appropriate texts/topics (similar to those featured in 9.1 and 9.3).	<b>Level 9.3 (80 lessons) Gate 3</b>  Covers same content as Level 9.2 but assumes greater prior knowledge, requires deeper levels of independent thought and includes more challenging questions.  Age/stage appropriate texts/topics (similar to those featured in 9.1 and 9.2).
	<b>Review 10 (80 lessons) Gate Review</b>  Revision of Years 6, 7 and 8 content, as indicated in Australian Curriculum: English, with a high level of teaching and learning support.  Age/stage appropriate texts/topics (similar to those featured in 10.1, 10.2 and 10.3) written at a level suitable for low-literacy students.	<b>Level 10.1 (80 lessons) Gate 1</b>  Revision of Year 9 content, as indicated in Australian Curriculum: English, with a high level of teaching and learning support.  Age/stage appropriate texts/topics (similar to those featured in 10.2 and 10.3).	<b>Level 10.2 (80 lessons) Gate 2</b>  Year 10 level content, as indicated in Australian Curriculum: English, with a high level of teaching and learning support.  Age/stage appropriate texts/topics (similar to those featured in 10.1 and 10.3).	<b>Level 10.3 (80 lessons) Gate 3</b>  Covers same content as Level 10.2 but assumes greater prior knowledge, requires deeper levels of independent thought and includes more challenging questions.  Age/stage appropriate texts/topics (similar to those featured in 10.1 and 10.2).

■ revise content from previous year levels

■ ‘on level’ content

■ ‘on level’ but more challenging questions

# 10. Technical Requirements

## A. Desktop computers

To have the best experience of WordFlyers, you will need, at a minimum:

- **Processor:** AMD E1-1200 1.4GHz
- **Memory:** 2GB RAM
- **Graphics:** AMD Radeon 7310
- **Operating System:** Windows 7 or OSX 10.9
- **Windows Browser:** Google Chrome (last 4 versions), Edge (last 4 versions), Firefox (last 4 versions), Internet Explorer 11
- **Note:** for best performance, we advise having the most recent version
- **Mac OS Browsers:** Safari (9, 10, 11), Google Chrome (last 4 versions), Firefox (last 4 versions)
- **Note:** for best performance, we advise having the most recent version
- **Screen Resolution:** 1024x768
- **Flash Player:** 10.56+ for older versions of Firefox
- **Sound card** must be working
- A high speed internet service

**Users on Chrome 55 should upgrade to Chrome 56.**

Due to the nature of computer errors it can be very difficult to diagnose compatibility issues without seeing them in action. We would recommend having your IT technician investigate them in the first instance.

**If you do come across a technical issue, please try the following:**

- Refresh the page
- Check firewalls / security settings / content filters as sometimes this blocks content, like sound
- If you're experiencing issues using Internet Explorer, please try a different browser such as Firefox or Google Chrome
- Clear your cache: <http://www.wikihow.com/Clear-Your-Browser's-Cache>
- Modify proxy/content filter settings to accept larger files up to 5 MB in size
- If traffic from our CDN is not cached, there will likely be an unnecessary increase in bandwidth expenditure on the school's network. The relevant URL to cache is:  
\*.readingeggs.com  
\*.readingeggsassets.com

It is essential that content relating to the IP address for our web server (corresponding to wordflyers.com.au) is not cached. All other content should be cached. To determine the IP, run the following in the command line (If using Windows computer, please download dig dns tool before running these commands):

- dig +nostats +nocomments +nocmd wf-student-app-production-2113347585.us-west-2.elb.amazonaws.com
- dig +nostats +nocomments +nocmd wf-teacher-app-production-1371670232.us-west-2.elb.amazonaws.com

The following file extensions should be allowed in the group policy:

- .mp3
- .mp4
- .png
- .jpg
- .js

Please ensure that the following lists of URLs are accessible through your school network in order to use the site:

- \*.wordflyers.com.au
- student.wordflyers.com
- teacher.wordflyers.com.au
- \*.readingeggs.com
- \*.readingeggsassets.com
- \*.typekit.net
- \*.tiles.mapbox.com

## B. Tablets

**To make your WordFlyers experience most enjoyable on your tablets, you will need, at a minimum:**

- **iPad:** iPad Mini 2nd Generation (small iPad), iPad 3rd Generation (large iPad)
- **OS version:** iOS 9.0+
- **iPad Browser:** Safari 6.0 or Chrome 29
- **Android:** Samsung Galaxy Tab 4 8.0" (small tablet), Samsung Galaxy Tab E (large tablet)
- **OS version:** Android 5.0+
- **Android Browser:** Chrome 29.0 or later
- High speed internet service
- **Device Orientation:** Landscape mode recommended
- Not designed for phones

**If you do come across a technical issue, please try the following:**

- Refresh the page
- Clear browser cache and cookies
- Restart the browser and device
- Check firewalls / security settings / content filters as sometimes this blocks content, like sound
- Make sure the sound is not muted on device
- Modify proxy/content filter settings to accept larger files up to 5 MB in size
- If traffic from our CDN is not cached, there will likely be an unnecessary increase in bandwidth expenditure on the school's network. The relevant URL to cache is:  
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\*.readingeggsassets.com

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- dig +nostats +nocomments +nocmd wf-student-app-production-2113347585.us-west-2.elb.amazonaws.com
- dig +nostats +nocomments +nocmd wf-teacher-app-production-1371670232.us-west-2.elb.amazonaws.com

The following file extensions should be allowed in the group policy:

- .mp3
- .mp4
- .png
- .jpg
- .js

Please ensure that the following lists of URLs are accessible through your school network in order to use the site:

- \*.wordflyers.com.au
- student.wordflyers.com
- teacher.wordflyers.com.au
- \*.readingeggs.com
- \*.readingeggsassets.com
- \*.typekit.net
- \*.tiles.mapbox.com

Should you have any questions or would like some assistance please contact our WordFlyers team via email [wordflyers@3plearning.com](mailto:wordflyers@3plearning.com) or via phone on 1300 850 331 for Australia.i

# Subscription Coordinator

## A. Who is the Subscription Coordinator?

The Subscription Coordinator or Sub-Co is the WordFlyers administrator of your school, and is in charge of your WordFlyers account. The Subscription Coordinator is able to add teachers, manage teacher and student accounts and set Assignments for other teachers' classes .

## B. Add or delete student and teacher profiles

2. Select 'My School' and a drop-down menu of 'Classes', 'Teachers' and 'Students' will appear in the menu. Here you can select what you would like to manage.

1. Select either 'Teachers' or 'Students'. A list of teachers or students will appear. This is a list of all the teachers and students in your school who have a WordFlyers account.

3. Select 'Edit' to change your teachers' and students' profiles. Select 'Add' in the top left of your page to add teachers and students. You can delete a teacher or student by ticking the checkbox beside their name and then selecting 'Delete'.

WordFlyers

Home

My School

Classes

Teachers

Students

Rollover

My Classes

Lesson Preview

Assignments

Reports

Messages

Teaching Resources

My Account

Log out

Teachers

Details

+ Add

Delete

Search...

All	First name	Last name	Email	School classes	Actions
<input type="checkbox"/>	Allison	Bee	alisonbee@hotmail.com	None	<div><div>Edit</div><div>Delete</div></div>
<input type="checkbox"/>	Janice	Logan	janice.log@gmail.com	None	<div><div>Edit</div><div>Delete</div></div>
<input type="checkbox"/>	Mikaela	Bruce	mikaelab@hotmail.com	2	<div><div>Edit</div><div>Delete</div></div>
<input type="checkbox"/>	Steve	Yip	steveyip@hotmail.com	1	<div><div>Edit</div><div>Delete</div></div>
<input type="checkbox"/>	Karen	Wilson	karenwilson@hotmail.com	None	<div><div>Edit</div><div>Delete</div></div>

Students

Your school

+ Add

Delete

Search...

All	Last name	First name	Login	School year	WordFlyers year	WordFlyers level	Classes	Actions
<input type="checkbox"/>	Abeld	Tia	tia3302	7	9	9.1	5	<div><div>Edit</div></div>
<input type="checkbox"/>	Addington	Dan	dan1220	7	7	7.3	6	<div><div>Edit</div></div>
<input type="checkbox"/>	Agepiou	Perissa	perissa16	8	9	9.1	5	<div><div>Edit</div></div>
<input type="checkbox"/>	Agepiou	Perissa	parissa15	8	8	8.1	8	<div><div>Edit</div></div>
<input type="checkbox"/>	Alisop	Jessica	jessica23254	7	7	Awaiting placement rubric	7	<div><div>Edit</div></div>
<input type="checkbox"/>	Anne	Cheryl	cheryl346	7	7	7.1	3	<div><div>Edit</div></div>

## C. Managing a student's profile

As a Subscription Coordinator, you will have access to manage/edit every student in your school who is currently using WordFlyers. Teachers without a Subscription Coordinator login will only be able to edit their own details and their students' profiles.

To manage a student's profile:

1. Select 'Students' on the left navigation bar.
2. Select the first or last name of the student you wish to edit.

WordFlyers

Home

My School

Classes

Teachers

Students

Rollover

My Classes

Lesson Preview

Assignments

Reports

Messages

Teaching Resources

My Account

Log out

Emily Brownie

Edit

Details

Login: brownie1

School year: 7

Classes: 1

WordFlyers level: 7.1

Messaging enabled

Disable messaging

Classes

Name

Teacher


Students

Phase 2 Y7

Claire Smith

71 Tester, 72 Tester, 73 Tester, 74 Placement Tester, 75 Tester View all students

A list of classes a student is enrolled in appears under 'Classes'. To edit the class name, add or delete students from a class, or print logins, select the name of the class. Another page will appear where you can make these changes.

You can manage your students' messages, to protect them against unlawful or inappropriate content. To change student messaging, select on the link next to the Message icon . It should say 'Messaging enabled' or 'Disable messaging'.

Selecting 'Delete' will remove the student's WordFlyers account.

## D. Managing a teacher's profile

As a Subscription Coordinator, you will have access to manage/edit every teacher within your school currently using WordFlyers. Teachers without a Subscription Coordinator login will only be able to edit their own details and their students' profiles.

To manage a teacher's profile:

1. Select 'Teachers' on the left navigation bar.
2. Select the first or last name of the teacher you wish to edit.

WordFlyers

Home

My School

Classes

Teachers

Students

Rollover

My Classes

Lesson Preview

Assignments

Reports

Messages

Teaching Resources

My Account

Log out

Janice Cook

Edit

Details

Email: janicecook1987@gmail.com

Last logged in: 17 Feb, 2017

Classes: 1

Classes

Name

Students

Pascal Grade 7

Janie Bloom, Matt Blake, Emily Betts, Rachel Bamford

Select 'Edit' to change a teacher's details, such as name or email address. You can also email instructions on how to reset their password.

A list of the teacher's classes appears under 'Classes'. To edit the class name, or delete the class, select 'Edit'. To edit the class name, add or delete students from a class, or print logins, select the name of the class. Another page will appear where you can make these changes.



## E. Assigning Activities

Last name	First name	Classes	Year	# incomplete assignments
Palmero	Jose	7A English, 8B English	7	0
Leviston	Julian	7A English, 8B English	7	3

Assignment title	Assigned by	Start date	Due date	# lessons completed
Extra Credit Work	Belinda Farely	Fri, 27 Jan, 18	Sat, 25 Jan, 18	11 / 23
Vocab Assignment	Kathleen Richardson	Wed, 01 March 18	Thu, 02 March 18	3 / 7
Friday Classwork	Anthony Smith	Fri, 27 Jan, 18	Sat, 28 April 18	10 / 11

A Subscription Coordinator can assign lessons to other teachers' classes in their school. The other teachers must also have a Wordflyers account.

A Subscription Coordinator can also review the Assignments set by all WordFlyers teachers in their school. They can check Past and Current assignment scores and check the workload of all students.

## F. Managing 'Reports'

As a Subscription Coordinator, you will have access to the 'Student Reports' of classes that belong to other teachers as well as your own classes. You can view the progress and achievements of a whole class and individual students.

1. To access 'Student Reports', select 'Reports' on the left navigation bar.
2. Choose a teacher from the 'Select a teacher' drop-down menu. This will filter the classes that belong to the teacher.
3. Choose a class from 'Select a class' drop-down menu.
4. Then follow the guidelines in 5. Student Reports on pages 11–13.

Name	Assigned level	Current level	Ranking	Last active	Current location	Lessons completed	Units completed
Omar Taylor	71	71	10	24/3/2017	New York	28	12
Riley Burt	71	71	14	25/3/2017	Phuket	44	60
Jessica Bell	71	71	6	Yesterday	Rome	77	84
Olivia Wyne-Cull	71	72	6	Yesterday	Amstey	77	96
Candice Kelly	71	71	12	Yesterday	Rio de Janeiro	54	60
Flyn Kymemere	71	71	19	Yesterday	Buenos Aires	28	-
Ali Thornton	71	71	4	Yesterday	Seoul	81	108
Kent Witt	71	71	15	25/3/2017	Los Angeles	41	48
Adrian Baxter	71	81	21	24/3/2017	Barf	16	24
Lisa Huang	71	71	11	Yesterday	Amstey	55	72
Aron Campbell Taylor	71	73	9	Yesterday	San Francisco	66	96
Adam Tucker	71	-	-	Never	-	-	-
Steve Richards	71	71	22	24/3/2017	Moscow	13	-
Hunter Dixon	71	71	16	25/3/2017	Great Barrier Reef	39	36
Finn Midway	71	103	13	25/3/2017	Barf	50	60
Rebecca O'Loughlin	71	82	5	Yesterday	Brussels	79	120
Kelly Powick	71	101	1	Yesterday	Cairo	249	360
Zac Van Der Zwane	71	71	23	25/3/2017	Great Barrier Reef	9	-

## Got a question?

Our Customer Service team are always ready to answer your questions and support you in your WordFlyers endeavours.

Reach out to our friendly team on **1300 850 331** or **customerservice@3plearning.com**.

